



# City of West Allis

## Meeting Minutes

### Library Board

---

Wednesday, August 26, 2020

7:00 PM

West Allis Public Library  
7421 W. National Ave.

---

#### A. Call to Order

Ms. Wadewitz called the meeting to order at 7:10 p.m.

#### B. Roll Call

**Present** 8 - Gloria Dohearty, Barbara Hart, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, Michelle Wadewitz, and Angelito Tenorio

**Excused** 1 - Adam Hengel

*Staff present: Michael Koszalka, Library Director, and Lisa VandenBoom, Library Manager*

#### C. Approval of Minutes

1. July 22, 2020 Library Board Meeting Minutes

Attachments: [July 22, 2020 Library Board Meeting Minutes](#)

Ms. Hart moved to approve the July 22, 2020 Library Board meeting minutes as written.  
Second by Mr. Turner. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Mr. James Pawlak Communication

Attachments: [Mr. James Pawlak Communication](#)

The Library Board discussed Mr. Pawlak's letter and agreed on future directives per the recommendation of the City Attorney.

Greater Milwaukee Foundation Statement January-June 2020

Attachments: [Greater Milwaukee Foundation Statement January-June 2020](#)

#### F. Claims and Finance Report

2. August 2020 Claims and Finance Report

Attachments: August Claims and Finance report

Ms. Hart moved to approve the August Claims and Finance Report. Second by Alderperson Tenorio. Motion approved.

#### G. Unfinished Business

3. Request by Banned Patron for Reinstatement of Library Privileges

Attachments: [Jane Huttner February 2018 Communication](#)

[Jane Huttner March 2018 Communication](#)

[Jane Huttner June 2018 Communication](#)

[Jane Huttner August 2018 Communication](#)

[Jane Huttner March 2020 Communication](#)

[Jane Huttner June 2020 Communication](#)

The Board requested Ms.Huttner provide a letter from her physician stating her medical condition has been resolved.

4. COVID-19 Update

On Monday, August 24th a limited number of chairs were added to tables in front of the Adult Reference desk and the Voter Registration kiosk was enabled. Select internet computers will be available starting Tuesday, September 8th with a limit of one hour use, per patron, per day.

5. 2021 Library Operating Budget

Attachments: [2021 Budget Calendar](#)

[2021 Budget Memo](#)

[2021 proposed budget](#)

Ms. Hart moved to approve the proposed 2021 Library Operating Budget. Second by Mr. Turner. Motion approved.

6. Election of Officers

Ms. Wadewitz opened the floor for nominations. A motion was made by Ms. Wadewitz to accept the current slate of officers. Second by Ms. Southern. Motion approved.

Officers for 2020/2021 are:

Michelle Wadewitz, President

Elizabeth Suelzer, Vice President

Jody Rymaszewski, Secretary

Barbara Hart, Financial Secretary

## H. New Business

7. MCFLS Update

Attachments: [2021 West Milwaukee Cost per Circulation Worksheet](#)

The 2021 West Milwaukee cost per circulation worksheet has been completed. The worksheet determines how much the Library will be paid for every item that a West Milwaukee patron checks out.

8. Request by Banned Patron for Reinstatement of Library Privileges

Attachments: [Mark Dudzik Communication](#)  
[Mark Dudzik Article](#)  
[Mark Dudzik Medical Article](#)  
[Mark Dudzik Communication \(2\)](#)  
[Mr. Mark Dudzik Communication-Revised](#)  
[Mark Dudzik Communication \(4\)](#)

Ms. Wadewitz moved to request a letter from Mr. Dudzik's physician stating his impulsivity issues have been resolved. Second by Ms. Hart. Motion approved.

9. Request to fill Full-time Librarian Position

Ms. Hart moved to approve asking the West Allis Common Council for permission to fill the open full-time Librarian position. Second by Alderperson Tenorio. Motion approved.

10. Performance Evaluation of the Library Director

Attachments: [Proposed Timeline for Library Director Evaluation](#)  
[Library Director Evaluation Policy](#)  
[Library Director Evaluation Feedback](#)

The subcommittee will be meeting soon to begin the annual performance review of the Library Director.

11. WAPL Reading Shelf and Home Delivery Policy (formerly STARS)

Attachments: [WAPL Home Delivery Policy](#)  
[WAPL Reading Shelf Policy](#)

Ms. Wadewitz moved to approve the WAPL Reading Shelf and Home Delivery policies. Second by Ms. Hart. Motion approved.

12. Trustee Essentials-Chapter 21-The Library Board and Accessible Services

Attachments: [Trustee Essentials-Chapter 21-The Library Board and Accessible Services](#)

## I. Library Director's Report

-Michael Koszalka, Library Director, provided an overview of what was discussed at the Structural Deficit Workgroup meeting on 8/20 relating to the Library with additional input from workgroup member Kari Southern.

-The book benches outside the Library are nearing completion.

-Sister Mary Ellen Paulson passed away on 8/17. She helped create the Friends of the West Allis Public Library and was a Library Board member for many years as well as Board President for three years. Sister Paulson was a passionate advocate for literacy, learning, and the importance of public libraries in communities.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Alderperson Tenorio. Motion approved. The meeting was adjourned at 9:05 p.m.

*Respectfully submitted,*

*Jody Rymaszewski, Secretary*



All meetings of the {bdName} are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

#### **NON-DISCRIMINATION STATEMENT**

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

#### **AMERICANS WITH DISABILITIES ACT NOTICE**

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

#### **LIMITED ENGLISH PROFICIENCY STATEMENT**

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.